

Department of Planning and Zoning

149 Church Street

Burlington, VT 05401

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www.ci.burlington.vt.us/planning

David E. White, AICP, Director

Ken Lerner, Assistant Director

Sandrine Thibault, AICP, Comprehensive Planner

Jay Appleton, Project Planner/GIS

Scott Gustin, AICP, Senior Planner

Mary O'Neil, Associate Planner

Nic Anderson, Zoning Clerk

Elsie Tillotson, Department Secretary



MEMORANDUM

TO: Board of Finance
FROM: David E. White, AICP, Director of Planning & Zoning
DATE: Monday, May 14, 2012
RE: FY2012 Department Budget Amendment

This comes as a request from the Dept. of Planning and Zoning to amend our FY2012 budget to recognize funds received from the VT Department of Housing and Community Affairs follows:

Planning & Zoning (Sustainable Grant) Program #106014

Revenue:

Acct# 47300 STATE GRANTS add \$15,000

Expense:

Acct# 64200 CONSULTANTS add \$15,000

The Dept. of Planning and Zoning was awarded a \$15,000 Municipal Planning Grant by the VT Dept. of Housing and Community Affairs to perform work as part of Activity 3 - Implementation/Code Development of the planBTV Scope of Work. More specifically these funds will be used for part of the development of a Form-Based Code (FBC) as an initial implementation tool for this project.

On 26 September 2011, City Council approved a resolution (3.11) for the filing of the Municipal Planning Grant application, and authorizing Mayor Kiss to execute any final grant agreement which took place on 6 January 2012.

The final step in this process is to amend the program budget to recognize these funds.

Thank you for your consideration.

GRANT AGREEMENT
Between the
STATE OF VERMONT
DEPARTMENT OF ECONOMIC, HOUSING AND COMMUNITY DEVELOPMENT
and the
City of Burlington

This Grant Agreement (hereinafter "Agreement") in the Grant Award amount of \$15,000 is made and entered into between the State of Vermont Department of Economic, Housing and Community Development (hereinafter "Department") and the City of Burlington

(hereinafter "Grantee"), (hereinafter collectively "Parties") for a project described as:

Zoning and/or Subdivision Bylaw

Form-Based Code Development for our Downtown area

This Agreement consists of the provisions stated herein and the attachments itemized below, all of which are incorporated herein, and together constitute the entire agreement between the Department and the Grantee and no representations, inducements, promises, or agreements not embodied herein shall be of any force or affect, unless the same are in writing:

Attachment A – Scope of Work to be Performed

Attachment B – Payment Provisions

Attachment C – Standard State Provisions for Contracts and Grants

Attachment D – Procurement Provisions

The signatures of the undersigned indicate that each has read this Agreement in its entirety and agrees to be bound by its provisions.

Dated by this Department this 6th day of January, 2012.

VERMONT DEPARTMENT OF
ECONOMIC, HOUSING AND
COMMUNITY DEVELOPMENT

By: Noelle MacKay
Noelle MacKay, Commissioner

GRANTEE
City of Burlington

By: Bob Kiss
Bob Kiss
Mayor

CITY OF BURLINGTON
Board of Finance
Request Summary

Department: Planning & Zoning
Request Date: 5/14/12

Authorized By: David E. White, AICP
Action Required By: 5/21/12

Type of Request: (check all that apply)	Budget Revision	Contract/Lease Purchase	Position Action	Other (Define Below)
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X

NOTE: Attach required form(s) and associated backup for each block checked.

Summary Explanation: (Explain what you want first, then tell us why)

The Dept. of Planning and Zoning was awarded a \$15,000 Municipal Planning Grant by the VT Dept. of Housing and Community Affairs to perform work as part of Activity 3 -Implementation/Code Development of the planBTV Scope of Work. More specifically these funds will be used for part of the development of a Form-Based Code (FBC) as an initial implementation tool for this project.

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Resolution Relating to
SEP 29 2011

RESOLUTION 3.11
Sponsor(s): Councilor Paul
Introduced: 09/26/11
Referred to:
Action: adopted
Date: 09/26/11
Signed by Mayor: 09/27/11

DEPARTMENT OF
PLANNING & ZONING
AUTHORIZATION FOR EXECUTION OF APPLICATION FOR
2011 MUNICIPAL PLANNING GRANT PROGRAM FROM THE
VERMONT DEPARTMENT OF ECONOMIC, HOUSING AND
COMMUNITY DEVELOPMENT

CITY OF BURLINGTON

In the year Two Thousand Eleven.....

Resolved by the City Council of the City of Burlington, as follows:

That WHEREAS, the City of Burlington is applying, through its Planning and Zoning
Department, for funding as provided for in the State of Vermont's FY 2012 Budget Act and may
receive an award of funds under said provisions; and

WHEREAS, the Vermont Department of Economic, Housing and Community
Development (DEHCD) may offer a Grant Agreement to the City of Burlington of said funding
for an amount up to \$15,000; and

WHEREAS, the City of Burlington is maintaining its efforts to provide local funds for
municipal and regional planning purposes; and

WHEREAS, the Burlington Planning Commission has indicated its unanimous support
for such an application;

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby approves the
filing of an application with the Vermont Department of Economic, Housing and Community
Development for a local planning grant to promote community revitalization and development
activities that maintain Vermont's land use goal of compact settlement separated by rural lands;
and

BE IT FURTHER RESOLVED that should the grant funds be awarded to the City of
Burlington as requested, the City Council hereby approves:

* * * * *

ORIGINAL

DISTRIBUTION:

I hereby certify that this resolution
has been sent to the following
department(s) on

RESOLUTION RELATING TO

.....
.....
.....

Adopted by the City Council

....., 20.....

..... Clerk

Approved....., 20.....

Attest:

..... Mayor

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* * * * *

36 Resolution Relating to

AUTHORIZATION FOR EXECUTION OF
APPLICATION FOR 2011 MUNICIPAL
PLANNING GRANT PROGRAM FROM THE
VERMONT DEPARTMENT OF ECONOMIC,
HOUSING AND COMMUNITY
DEVELOPMENT

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- 43 1. accepting and entering into this grant agreement and agrees to the requirements and
- 44 obligations of this grant program, subject to the prior review and approval of the City
- 45 Attorney; and
- 46 2. the Mayor is hereby designated to serve as the Authorizing Official for the Grants
- 47 Management On-Line System, Intellgrants, and is duly authorized to execute the Grant
- 48 Agreement and other such Documents as may be necessary to secure this funding subject
- 49 to the prior review and approval of the City Attorney; and
- 50 3. the City's Comprehensive Planner, Sandrine Thibault, subject to the supervision of the
- 51 Planning & Zoning Director, is hereby designated as the Grant Administrator, the person
- 52 with the overall Administrative responsibility for Municipal Planning Grant program
- 53 activities related to the application, and any subsequent Grant Agreement provisions; and
- 54 BE IT FURTHER RESOLVED that a budget amendment shall be submitted to the City
- 55 Council authorizing the appropriation and expenditure of any grant funds accepted.

* * * * *

DISTRIBUTION:

I hereby certify that this resolution
has been sent to the following
department(s) on

P & Z Sandrine Thibault

ORIGINAL

RESOLUTION RELATING TO

Authorization for Execution of Application
for 2011 Municipal Planning Grant Program
from the Vermont Department of Economic,
Housing and Community Development

Adopted by the City Council

September 26, 2011

Clerk

Approved 9/27, 2011

Mayor

Attest:

Leri Folberg

Licensing, Voting and Records Coordinator

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